

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	137
			Original Date	10/22/1998
	Department: Administration		Revised Date	04/28/2016
	Visitors to the Facility			

POLICY:

To provide safety and security for residents and staff while providing visitor access to the facility for appropriate purposes.

PROCEDURE:

1. Visitors entering in the front of the building are required to check-in at the receptionist desk during business hours or at one of the nursing stations at all other times. Delivery and contract employees entering in the back of the facility must check in with the Purchasing Agent, a supervisor, or designee.

2. To assist nursing and support staff in screening visitors the following are general guidelines for the appropriateness of visitors:
 - A. Resident family members, friends, business or religious associates.
 - B. Employee visitors should be kept to a minimum and in non-resident areas.
 - C. Volunteers who provide a recreation, religious or social activity for the resident (volunteers are screened and registered by the facility volunteer coordinator) prior to providing activities.
 - D. Vendors, contract workers, delivery personnel and others who provide business services to the facility
 - E. Law enforcement, fire protection, government and regulatory employees who have official business at the facility, union representatives who provide notice and elected officials.
 - F. Emergency medical, contract medical personnel and resident physicians.
 - G. if visitors are in residential areas, they must sign a confidentiality form.

Reviewed: _____

Superintendent: _____